

COMPTROLLER OF THE TREASURY

Department or Agency

GENERAL OFFICE CORPORATION, GROSS RECEIPT

Subdivision or Bureau AND OTHER TAXES

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION

RECORDS RETENTION SCHEDULE

Schedule Number

1 of 1

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of <u>nonrecord</u> material when no longer needed by office)	
				B. Distribution		
			A.	B.		
1	K-1	Taxes Receivable Ledger Control Card	1	Green - General Office	Permanent	
2	K-2	Taxes Receivable Ledger Detail Card	1	Yellow - General Office	Permanent	
3	K-3	Trial Balance of Corporation and Other Accounts	1	Green - General Office	3 years, audit, destroy	
4	K-4	Gross Receipts Tax Bill	1	White - General Office	3 years, audit, destroy	
5	K-6	Tax on Rolling Stock - Bill Form	1	White - General Office	3 years, audit, destroy	
6	K-8	Franchise Tax Return - Buildings, Savings and Loan Association (GAO 51)	1	White - General Office	3 years, audit, destroy	
7	K-9	Taxes Due on Dissolution (GAO 61)	1	White - General Office	3 years, audit, destroy	

Agency, Division or Bureau Representative

Michael J. Potthast
SignatureChief, General Accounting Division
Title

Schedule Authorized by Hall of Records Commission

4/29/70
DateMinnie L. Bechler
Archivist

Disposal Authorized by Board of Public Works

5-1-70
Date*Richard H. ...*
Secretary

Date: 4/28/70